



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

10/31/2013

Dawn Lee  
209 Oak St.  
Waverly, IA 50677

Dear Child Care Provider,

This letter is in regards to the 10/22/13 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1)n Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and **at the top of every stairway**.

☐ 110.5(1)q All dogs and cats have annual examinations. Records of the exams are on file and **must verify that routine immunizations are current and animal is free of endo and ecto parasites**. (I have enclosed the new required form to start using at your next vet appt)

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years. (Your husband's is needed. I have enclosed the now required forms to use when your current statements expire)

☐ 110.5(2)c A physician's signed statement of health and immunization status on the assistant is needed at the time of employment and at least every two years thereafter. (I have enclosed the now required forms to use when her current statement expires)

☐ 110.5(2)d A physician's signed statement of health on the substitute of at the time of employment and at least every two years thereafter. (I have enclosed the now required forms to use when his current statement expires)

Children's Files:

☐ 110.5(8) An individual file is maintained for each child and **updated annually (3 need updating)** or when there are changes. Each file contains:

☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency. (1 needs)

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment. (1 needs)

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance. (2 need)

☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child. (2 need)

☐ 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child. (2 need)

☐ 110.9(3)c If a basement window is used as an exit, the window is operable from the inside without the use of tools.

☐ 110.9(3)c The window provides a clear opening of not less than 20 inches in width, 24 inches in height, and 5.7 square feet in area.

☐ 110.9(3)c If the basement is used for child care, other than the use of a restroom, there is, in addition to one inside stairway, at least one direct exit to the outside. If the basement window is used as an exit: **The bottom of the window opening is not more than 44 inches above the floor with permanent steps inside leading up to the window.** ( I have enclosed pictures of examples of acceptable steps to install.)

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur after the 45 day time period has elapsed. Either CCR&R or I can do another check in the home to see if you have completed the items out of compliance. Please contact one of us once you are done.

Please do not hesitate to contact me at DHS at 319-267-2594 or 1-800-873-1340 or [jsharp1@dhs.state.ia.us](mailto:jsharp1@dhs.state.ia.us) if you have any questions regarding this letter.

Sincerely,

Julie Sharp  
Social Worker II

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 319-267-2644.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://www.dhs.state.ia.us/Consumers/Child\\_Care/Professional\\_Development.html](http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html) and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).